
ADVERTISEMENT

The Education Labour Relations Council (ELRC) is a statutory council, established in terms of Section 37 of the Labour Relations Act, No 66 of 1995 as amended. It operates in the Public Education Sector, providing services to the Department of Basic Education, Trade Unions and educators in the interest of South African Public.

The ELRC's primary objective is to • Promote and maintain labour peace in education. Prevent and resolve labour disputes in education • Promote collective bargaining in relation to matters of mutual interest.

The Education Labour Relations Council (ELRC) wishes to fill the vacancy of:

Internal Audit Officer

Based in Centurion

All inclusive remuneration package of R700 539 per annum (Non-Negotiable)

Our benefits include: A housing allowance, provident fund, medical aid (***this benefit is payable if an employee belongs to a registered medical aid***) and a service bonus
(Grade C2) Ref. ELRC/IAO

REQUIREMENTS OF THE POST

- Bachelor of Commerce/National Diploma in Internal Auditing and/or Accounting.
- At least 3 years' experience in Internal Auditing.

KNOWLEDGE AND SKILLS

- Knowledge of the Auditing process, understanding of various and relevant legislation; IT Audit Principles; Professional Standards for the Practice of Internal Auditing; Internal Audit Principles.
- Knowledge and ability to work on accounting and auditing systems (Teammate will be an added advantage) .
- Ability to observe and understand business processes.
- Ability in assessing and monitoring risks that company faces, and providing recommendations for appropriate risk mitigation controls.
- Experience in Information Technology auditing will be an added advantage
- Computer literacy (MS Excel, MS Word, MS PowerPoint).
- Understanding of basic accounting principles and financial statements.
- Good interpersonal skills with a proven ability to communicate effectively (both written and verbal)
- Capable of working independently and with minimum supervision.

- Logical approach to identifying and evaluating issues and problem solving
- Well-developed organizational skills with the ability to prioritize multiple assignments.

KEY PERFORMANCE AREAS

- Conduct all the allocated audits as per the audit plan according to set audit standards and procedures to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures
- Identify weaknesses in procedures, systems and internal controls
- Conduct special projects as effectively and efficiently as per the Annual Audit Plan.
- Conduct audit investigative processes from beginning to end and ensure that processes are documented completely and accurately, within specified timelines.
- Conduct all the developed audit programmes and testing procedures relevant to risk and test the objectives.
- Ensure preparation of all working paper documentation adequately, and ensure work is performed in accordance with the Institute of Internal Auditors (IIA) standards.
- Discuss findings with client personnel during the course of the audit to ensure the accuracy of the findings reflect the actual reality.
- Contribute to the compilation and drafting of reports of audit findings and make recommendations for improvements in operations for review by the Senior Manager Internal Audit
- Conduct follow-up audits within the required timeframes to monitor the progress by management on the implementation of audit recommendations and/or agreed action plans.
- Contribute to the development of the Internal Audit Coverage Plan and the facilitation of the Risk Register process.
- Disseminate audit information on Senior Manager's approval to various stakeholders as and when required.
- Administration of internal audit records/information in line with the standards

The successful candidate will be required to enter into a Performance Contract with the Senior Manager Internal Audit on an annual basis.

Interested candidates must forward certified copies of their qualifications with a detailed Curriculum Vitae, marked "Confidential" for the attention of the HR Department via post to Private Bag X126, Centurion 0046 or hand delivery at 261 West Avenue, ELRC Building, Centurion, or via e-mail at recruitment.hr@elrc.co.za. Please note that the maximum e-mail size should not exceed 5MB.

Enquiries can be directed to Mr Nkanyiso Mhlungu on (012) 663-7446.

The closing date for receipt of applications is 30 April 2024 at 16:00

The ELRC is an employer committed to employment equity and, as such, women and people with disabilities are encouraged to apply.

The Council reserves the right not to make an appointment. If you have not heard from the ELRC within 30 days of the closing date, please accept that your application has been unsuccessful.